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# SECTION TWO - MIOSHA REGULATIONS

## PART 3: MIOSHA Safety Regulations

### CHAPTER 21: General Housekeeping Guidelines

**G**ood housekeeping benefits everyone in your printing establishment by creating safe and clean surroundings. Keeping floors clean and clear reduces the chance that employees will trip or fall. Uncluttered work areas leave more room to work with less irritation from trying to find misplaced items.



- Start by Cleaning Up

Begin with a thorough “housecleaning.” Remove all trash, accumulations of scrap, and unused materials.

- Make Housekeeping an Ongoing Effort

Employees should understand that housekeeping is a priority and that each person is accountable for making sure their area remains clean and well-kept.

- Properly Dispose of Trash

Provide and instruct employees to use proper containers for trash and waste. Liquids and chemicals must be stored in approved containers. Empty trash and waste containers often enough to prevent overflow onto the floor. Please refer to Chapter 2 for further information on the storage and disposal of hazardous waste.

The MIOSHA contains some specific requirements for housekeeping in the workplace (***General Industry Safety Standards, Part 1 – General Provisions, Rule 15***). These include:

- Stacking, piling or placing scrap and debris in a container in a way that does not create a hazard to an employee;
- Keeping aisles, exits and stairs clean and orderly, ensuring they are free from hazardous accumulations of scrap, debris, water, oil, grease, and other slip and trip perils, and maintaining a clear pathway for walking and transporting materials;
- Providing drainage or a false floor, platform or mat in wet process areas;

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- Providing a slip-resistant surface where employees are required to walk on a wet surface; and
- Keeping storage areas free from accumulations of materials that could create a hazard from fire, explosion, or become infested with pests.

In printing facilities, some common housekeeping problems include wet and slippery floors, broken pallets laying around aisleways, overflowing trash containers, and soiled cleaning rags left laying around the work place.